



**DEPARTMENT OF THE NAVY**  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

Canc frp: Sep 03

OPNAVNOTE 5430  
Ser N09B16E/2U529215  
29 Oct 02

OPNAV NOTICE 5430

From: Chief of Naval Operations  
To: OPNAV Principal Officials

Subj: CHANGE TO THE ORGANIZATION OF THE DEPUTY CHIEF OF NAVAL OPERATIONS (MANPOWER AND PERSONNEL) (N1) IN THE OFFICE OF THE CHIEF OF NAVAL OPERATIONS (OPNAV)

Ref: (a) OPNAVINST 5430.48D (OPNAV Organization Manual)

Encl: (1) Charter for the Assistant for Information Management/  
Information Technology (N1T)  
(2) Charter and Organization Chart for the Total Force  
Programming and Manpower Division (N12)  
(3) Organization Chart for N12

1. Purpose. To publish organization changes for the Deputy Chief of Naval Operations (Manpower and Personnel) in the Office of the Chief of Naval Operations (OPNAV).

2. Organization Changes. Effective immediately:

a. The Information Resources Management Branch, N124, is disestablished. N124 functions and resources are aligned to the Assistant for Information Technology/Information Technology, N1T.

b. The Strategic Sourcing Program Branch, N124, is established. The Strategic Sourcing Program is aligned from the Deputy Chief of Naval Operations (Fleet Readiness and Logistics), Ashore Readiness Division, Readiness Assessment Branch, N465 to N124. Resources to support the Strategic Sourcing Program are aligned from N465 to N124.

c. N12 is retitled the Total Force Programming and Manpower Division.

3. Chart and Charters. Enclosures (1) and (2) provide the revised charters for N1T and N12, respectively. Enclosure (3) depicts the N12 organization structure.

4. Action

a. N1 will complete Standard Forms 52 to effect the organizational alignment of civilian personnel on the OPNAV staff.

b. N09B1 will effect manpower changes for military personnel on the OPNAV staff.

5. Cancellation Contingency. When contents are incorporated into the next edition of reference (a).

P. A. TRACEY  
Vice Admiral, U.S. Navy  
Director, Navy Staff

Copy to:

SNDL A	(Navy Department) (Less A1J1, A3)
A5	(Chief of Naval Personnel)
B5	(Coast Guard) (COMDT COGARD, only)
21A	(Fleet Commanders in Chief)
23B	(Special Force Commanders) (NAVSPECWARCOM, only)
23B	(Special Force Commanders) (NAVSPECWARCOM, only)
23C	(Reserve Force Commander)
26F3	(Operational Test and Evaluation Force Commander)
41A	(Commander Military Sealift Command)
C4EE	(Center for Naval Analyses)
D3A	(International Programs Office)
FD1	(Meteorology and Oceanography Command)
FE1	(Security Group HQ)
FF1	(Naval District Washington)
FF5	(Safety Center)
FF6	(Naval Observatory)
FF8	(Board of Inspection and Survey)
FF20	(Historical Center)
FF32	(Field Support Activity)
FF38	(Naval Academy)
FF42	(Postgraduate School)
FF44	(War College)
FF52	(Navy Center for Tactical Systems Interoperability)
FF60	(Strike and Air Warfare Center)
FH1	(Bureau of Medicine and Surgery)
FKA1A	(Air Systems Command)
FKA1B	(Space and Naval Warfare Systems Command)
FKA1C	(Facilities Engineering Command)
FKA1F	(Supply Systems Command)
FKA1G	(Sea Systems Command)
FKA8F	(Strategic Systems Programs)
FO1	(Naval Legal Service Command)

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FS1           (Office of Naval Intelligence)  
FT1           (Chief of Naval Education and Training)

ASSISTANT FOR INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY  
N1T

Mission: To serve as an advisor to N1 on Information Management/Information Technology (IM/IT) issues and to work IM/IT program issues across N1; to provide primary oversight of and representation for Information Resource Management (IRM) for manpower and personnel (MP); to act as the Navy-wide program sponsor for MP information resources (IR); to act as the MPT functional sponsor.

Functions:

1. Acts as program sponsor for identifying and prioritizing Navy active and reserve military MPT information requirements by directing policy, plans, standards, and procedures related to design, development, implementation, programming and management of MPT information systems and technology.
2. Provides IRM support and services to N1 customers.
3. Coordinates the development of the Navy-wide MPT IRM strategic plans consistent with the Department of the Navy (DON) Information Resources Strategic Plan, using claimant inputs for final approval.
4. Serves as principal advisor to N1 for MPT IRM systems design and technology across Navy and Department of Defense (DoD) from a program sponsor and functional business process perspective.
5. Coordinates with appropriate authority on IT acquisition documentation. Reviews at the program sponsor level for MPT IR; ensures the MPT IR related to mobilization, continuity of operations, security and privacy have been adequately addressed in N1 and higher level plans.
6. Provides MPT liaison and guidance for achieving Navy-wide, as well as, interservice information sharing and cooperation.
7. Provides for the coordination within the Navy and between Navy and OSD to ensure that Navy requirements and management functions are correctly reflected in the Defense Integrated Military Human Resources System (DIMHRS).
8. Represents MP/IRM interest at CNO, DONCIO, DASN(C4I), OUSD (P&R) and other DoD-level organizations.
9. Represents N1 at the Overarching Integrated Product Team (OIPT) meetings, Working Integrated Product Teams/Acquisition

Coordination Teams (WIPT/ACT) meetings and other committees for IT ACAT programs.

10. Provides analysis/review of IT program manpower estimate reports (MER) and Navy Training System Plan (NTSP) documents for all new programs to assess the manpower and training impacts.

11. Provides liaison with ASN (RD&A) for improvements to IT acquisition processes.

12. Develops and maintains the Integrated Priority List (IPL) for Navy-wide M&P Information Technology for submission to the N1 M&P Resource Sponsor during POM and PR development.

13. Monitors execution and budget year funding for N1 sponsored M&P Information Technology system. Coordinates with Budget Submitting Officer (BSO) and Navy Financial Management Branch (FMB) on unfunded issues and budget marks.

TOTAL FORCE PROGRAMMING AND MANPOWER DIVISION  
N12

Mission: To provide primary oversight of and representation for programming, financial management for manpower and personnel (MP); to provide an effective and independent analysis capability to review program performance in relation to approved plans and objectives; to act as the single manpower sponsor with accountability and responsibility for all manpower actions; to act as the resource sponsor for MP information resources (IR); to provide manpower, personnel and training (MPT) liaison and guidance for achieving Navy-wide as well as interservice information sharing and cooperation; to act as Navy-wide sponsor for Human Systems Integration (HSI) policy, providing oversight of HSI processes and integration of manpower and personnel into the design of new acquisitions; to act as the single Navy-wide agent for determining manpower requirements and approving authorization changes to the Total Force Manpower Management Systems (TFMMS).

Functions:

1. As the Military Personnel, Navy (MPN) appropriation sponsor, oversees the development and monitors the execution of the MPN appropriation account and MPN/ RPN manpower.
2. As Resource Sponsor for N1 assets, participates throughout the Planning, Programming and Budgeting System (PPBS) cycle; responsible for programming resources in support of MP issues; justifies and tracks N1 programmed resources through the budget process. (N120)
3. Coordinates across the N1 Divisions the array of actions implicit in the N1 resource sponsor role during programming and budget development: the Sponsor Program Proposal (SPP); the Sponsor Program Proposal Documentation (SPPD); and presents the N1 position to flag level program reviews and appraisals. (N120)
4. Acts as IT resource sponsor for resourcing Navy active and reserve military MPT information requirements. Provides resource sponsor chop on acquisition documentation. (N120)
5. Conducts detailed assessment of the Manpower and Personnel Support Area in support of the PPBS process. (N120, N122)
6. Conducts rapid independent analysis of any issues dealing with manpower and personnel. (N120, N121, N122, N123)

7. As Sponsor for MPN Appropriation and N1 resources, provides guidance to track programmed resources from programming to budget execution. Coordinates N1 participation in Assistant Secretary of the Navy (Financial Management & Comptroller) (ASN (FM&C)), OSD, OMB and Congressional budget reviews, providing guidance on responsibilities, distributing marks and ensuring responses address issues; assists claimants in justifying N1 resources; and serves as N1 point of contact for program and budget issues. (N120, N122)
8. Analyzes or assesses programming and execution of the Navy's Individual Account (IA). Develops and implements plans and policies for management of the IA (non-unit manpower) structures. (N120, N122)
9. Provides overall guidance and coordination of assessments for manpower, personnel, and quality of life matters throughout the PPBS Cycle. (N120, N122)
10. Serves as final approval authority for determining and validating DON fleet and shore manpower requirements and approving authorization changes to TFMMS. N121 is additional duty for the Navy Manpower Analysis Center (NAVMAC). (N121)
11. Provides analysis/review of Required Operational Capability (ROC)/Projected Operating Environment (POE) documents and provides manpower impact statements for fleet hardware and configuration changes. (N121)
12. Provides guidance/feedback early on all new weapon systems and changes to ensure trade-offs are being considered that will reduce workload and manpower without compromising operational performance and safety. (N121, N125)
13. Coordinates and prepares Officer Programmed Authorizations (OPA) and Enlisted Programmed Authorizations (EPA). (N122)
14. Oversees Reserve Force manpower integration. (N122)
15. Ensures integration of the civilian workforce into the Navy's Total Force Manpower, Personnel, and Training (MPT) programs; develops policies and administers DON civilian mobilization programs including legislative proposals necessary to implement civilian manpower strategies, the Navy's wartime mission, and Total Force objectives. (N122)
16. Coordinates development of Navy position on Joint, Defense Agency and International staff manpower requirements, including

implementation of approved requirements into Navy manpower systems. (N122, N123)

17. Coordinates and submits the Navy input to Defense Manpower Requirements Reports (DMRR). (N122)

18. Ensures Navy resource sponsors' programming actions support validated manpower requirements. (N122, N123)

19. Coordinates joint contingency manning requirements and fills. (N123)

20. Serves as N1 Directorate Planner and coordinates the N1 manpower and personnel responses to Joint Staff Activities. (N123)

21. Implements Joint requirements and authorizations into Navy manpower systems and ensures adequate communications on joint issues with joint activities and Navy resource sponsors and claimants. (N123)

22. Manages Navy Joint Duty Assignment List (JDAL) requirements. Advises Navy leadership on joint officer management law and policy, and develops Joint Professional Military Education (JPME) quota plan. (N123)

23. Serves as Navy focal point for competitive sourcing (A-76) and other efficiency and reengineering efforts providing Navy program policy guidance on the conduct of the Strategic Sourcing Program. (N124)

24. Manages and provides guidance for the coding of the Navy Commercial Activities Inventory program. (N124)

25. Coordinates the Navy's input and responses into the Federal Activities Inventory Reform Act of 1998 process. (N124)

26. Establishes the effective integration of manpower and personnel into the Navy's acquisition process and facilitates entry of acquisition offices into the manpower and personnel systems. (N125)

27. Represents N1 at the Integrated Product Teams/Acquisition Coordination Teams, COEAs and other committees for existing ACAT I programs at the proper time before Milestone Zero. (N125)

28. Provides analysis/review of Mission Need Statements, Operational Requirements Documents and Manpower Estimate Reports



(MER) for all new programs to assess the manpower impact; develops the analysis for setting limiting constraints. (N125)

29. Coordinates with appropriate agencies to provide technical guidance, procedural support and standardization of analysis between the various processes and models being developed to determine initial manpower estimates between the various program offices. (N125)

30. Provides liaison with Assistant Secretary of the Navy (Research, Development & Acquisition) for improvements to acquisition processes that cross all boundaries. (N125)

31. Serves as Navy advocate and point of contact for DoD HSI policy and provides oversight of HSI processes within the programs by participating in various programs Integrated Product Team/Acquisition Coordination Teams (OIPT/ACT). (N125)

